

SAMPLE NOTIFICATION LETTER TO TOP RANKED FIRM FOR NEGOTIATIONS*****(FOR TOP FIRM AFTER QUALIFICATIONS AND/OR RFP ARE EVALUATED)**

Re: Consultant Selection Process
(Name of Project)

Dear _____:

We are pleased to advise you that your firm has been selected to enter into negotiations with (sponsor name or the DOTD) for (name of advertised project).

Your firm was ranked first from a field of _____ respondents. The top three firms, ranked by their evaluation scored in descending order are as follows:

1. (FIRM #1)
2. (FIRM #2)
3. (FIRM #3)

We will be contacting you shortly regarding preparation of a fee proposal for this project. Thank you for your interest in this project.

Very truly yours,

Consultant Selection Committee

cc:DOTD